JOHNSON & WALES UNIVERSITY

GUIDE TO ON- CAMPUS LIVING

2026-2027

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Guide to On-Campus Living

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I. Welcome to Wildcat Housing

Residential Life encourages and inspires residents to expand their definition of learning; Residential Life will provide a supportive living environment in which students will have meaningful and developmental opportunities to acquire essential life skills.

To maintain a standard of living that is fair, safe, and consistent, Residential Life requires all residents and guests to adhere to the rules and policies governing on-campus housing set forth by this guide and the Student Code of Conduct. Violations of any requirements or prohibitions herein could result in conduct action up to and including suspension or dismissal from housing or the university. Please review both carefully and contact Residential Life if you have any questions.

The university reserves the right to amend this Guide to On-Campus Living at any time without notice. As Residential Life deems appropriate, students will receive notifications of material changes via their Johnson & Wales University email and in-hall communication from the appropriate Residential Life team member(s). This Guide to On-Campus Living does not grant any residents, guests, or anyone else any contractual rights, whether express or implied.

II. Eligibility to Reside in University Housing

Undergraduate/graduate students are eligible to live in the residence halls if they are enrolled in at least one class. Those fully enrolled in aa program offered through the College of Online Educationprogram(s) are not eligible to live on campus.

If students violate any university code, guide, policy, procedure, regulation, or rule, including but not limited to this Guide to On-Campus Living or the Student Code of Conduct, they may be barred from university housing and any housing agreement or contract (known as the Resident Student Contract or online Room Terms Agreement) may be terminated, or they may be relocated to another residence hall, or suspended or dismissed from the university. Residential Life will, at its discretion, perminatly removeor deny on-campus housing and/or terminate a housing agreement as to students who have been charged with or convicted of a felony or a misdemeanor if it appears the student presents an unacceptable risk to the community or if a student's personal history suggests an unacceptable risk to the community. Students charged with felonies or misdemeanors should immediately report the charges to Residential Life.

III. Responsibilities of Residents in University Housing

To maintain an environment that supports the well-being of every resident, each person is responsible for adhering to specific standards of good citizenship. Living on campus can provide an excellent opportunity to learn a great deal about yourself and others and learn to respect the rights and privileges of others. However, to enjoy living on campus, you must respect other residents' rights and uphold your responsibilities as a resident. Important guidelines and policies are in place to facilitate your transition to on-campus housing. We trust that you will find this information useful as you prepare for a positive campus-community living experience.

Residents should not deprive others of the following:

- The ability to read and study without interference, unreasonable noise, or other distractions.
- The ability to relax and sleep without unreasonable interference, noise, or distractions and the responsibility to help others have this right.
- The ability to live in an area that is free of intimidation, physical, or emotional harm.
- The ability to maintain one's personal beliefs and values.
- The ability to safeguard one's personal belongings and property.
- The right to a clean-living environment.
- The right to feel safe in residences as well as have free access to one's room and other facilities in the hall.
- The ability to seek redress of grievances/complaints addressed fairly and expeditiously.

IV. Room and Meal Selection and Assignments

A. Room and Meal Plan Selection & Assignment

All students not living in apartment style housing are required to obtain a meal plan.

The Wildcat Room Selection Process for first-year and transfer students allows new incoming students in the summer months to self-select a room on campus and confirm their mandatory first year meal plan through jwuLink. These students will need to pay the reservation fee and complete their housing applications online by announced deadline. Students who complete the online application after the deadline may be assigned to temporary housing, which includes, but is not limited to, a room assignment with an RA or in a common or study room.

The Wildcat Room Selection Process for returning students takes place during spring semester for the following academic year. Students must complete the online housing application by the specified deadline in order to receive a timeslot to select their room and meal plan online. Due to the high demand for on-campus housing, returning students cannot be guaranteed their room preference; however, all students who apply within the deadline will be offered an opportunity to self-select a bed. Students who secure a room are required to be registered for fall semester classes and to have made financial arrangements with the university by the published deadline in order to retain the assignment. Please review the Room Selection Process Guide for comprehensive information about the process.

Room assignments are in effect for the entire academic year, except as set forth below. The university reserves the right to direct a room change and make consolidations as needed.

Returning residents can change meal plans for the semester by 12:00 p.m. on the first Friday of classes. After that, meal plan changes will not be approved for the remainder of the semester. New incoming students are not allowed to change their assigned meal plan their first year. All residential meal plan changes must be requested through Residential Life on the Wildcat Housing System in order to be considered.

B. Departure or Removal from Housing

When a resident of a room discontinues residence, Residential Life reserves the right to fill the vacancy or to reassign the resident(s).

Upon withdrawal or suspension/dismissal from the university, or if a student's housing status changes (e.g. relocation, temporary, removal, permanent removal), the student is required to remove all personal belongings from their residence hall **within 24 hours**. The university also reserves the right to remove such belongings if the student does not comply within the 24 hour period. The university is not responsible for loss or damage to any belongings. Residential Life cannot store resident belongings.

C. Resident Student Contracts (or Online Room Terms Agreements)

The Resident Student Contract (or online Room Terms Agreement) is a contract (effective upon signing or submitting online) and covers the entire academic year, even though room/apartment and board (meal) charges are payable by the semester. So long as the student is in attendance at the university, they will be responsible for room/apartment and board (if applicable) charges for the entire academic year, even if they decide not to occupy the room or use their meal plan, for whatever reason, voluntary or involuntary, either prior to or during the academic year.

Students participating in study abroad or a non-local internship will have their room and meal (if applicable) assignment removed and they will not be charged for the room and meal plan for that semester while they are studying abroad or participating in a non-local internship. If a student is suspended or dismissed from the university generally or only from university housing, the student is still required to pay room and board (if applicable) charges for the remainder of the semester during which withdrawal or the suspension or dismissal takes effect; the student will not be charged for future room and board thereafter unless the student returns to the university. If a student is granted a reinstatement to the university, they must reapply for room and board and may not be offered the same room space as previously held.

The refund policy for withdrawal from the university is stated on the Tuition Refund Policy page.

V. Room Assignment Changes

Residents must have Residential Life approval in order to change their room/apartment assignments. Unauthorized room/apartment changes will require that residents return to their original assignment and may result in conduct charges.

Room change process will occur only during specific times each semester. Residential Life will communicate those dates in advance through Wildcat email. Students interested in relocating to room must fill out a Room Change Request Form located in the Wildcat Housing System.

All room/apartment and hall changes are dependent upon available space. Residential Life will attempt to honor change requests as space allows, but they cannot be guaranteed.

Please note that we are unable to offer any room changes during the first two weeks and last three weeks of the semester.

VI. Care of Room/Apartment & Residential Facilities

Residents are responsible for university property within their assigned room/apartment, including furniture, walls, bathroom and kitchen facilities (where applicable), flooring/carpeting, window screens and blinds, etc.

Residents are responsible for the following:

- Keeping their room/apartment clean, free of trash, and in a general sanitary state, including private bathrooms, which residents must clean and maintain. Dependent upon use, living areas and bathrooms should be cleaned **at least once a week** or per the advice of a university official.
    - If at any time a Residential Life staff member determines that the room/apartment is not meeting cleanliness standards, the staff member will give the student 24 hours to rectify the situation.
        A. Cleanliness standards include but are not limited to; putting away items where they don't belong where they are, dusting, wiping down surfaces, vacuuming or sweeping the floor, etc.
    - If, after 24 hours, the room/apartment still does not meet cleanliness standards, conduct action may result.
- Keeping window screens in place and secured. Screens should not be removed or adjusted. Residents are not permitted to hang or project anything outside of windows (speakers, flags, signs, etc.)
- Keeping window surfaces clear of all opaque materials, such as aluminum foil, posters, tapestries, hanging curtains (unless NFPA701 flame retardant standard certified), flags or signs, etc.
- Ensuring wall hangings do not cover more than 20 percent of the wall and keeping walls free from tapestries, which are prohibited.
- Ensuring all furniture assigned to the room remains in the room throughout the entire academic year. Missing furniture can result in replacement charges.
- Ensuring unoccupied furniture (beds, dressers, closets, desks, etc.) remains set up, clean, and is vacancy ready for a new resident at any time during the year.

VII. Personal Property/Insurance

The university is not responsible for the personal property of residents, guests, or anyone else in residential housing. This includes damage or loss of personal property due to any cause (e.g., university confiscation, natural disasters, burst pipes, theft, vandalism, etc.) and items delivered to the university on the behalf of a resident, guest, or anyone else. College students are typically covered under their parents' homeowners insurance while living on campus. It is worth looking into your own homeowner's policy to verify this.

The university strongly recommends that all students and residents obtain personal property insurance to protect themselves from loss or damage due to any insurable cause (which may or may not include university confiscation, natural disasters, theft, vandalism, etc.). In addition, residents should lock the doors and windows of their rooms each time they leave. Residents are responsible for taking precautions to secure their personal property during break periods. Any belongings left behind during any such period are and remain the sole responsibility of the residents. Please note: the University will not reimburse students for items damaged, confiscated, or stolen.

VIII. Maintenance Concerns

When a resident experiences a maintenance issue in the resident's room/apartment or within the hall, the resident should report it as soon as possible. Residents should report **non-emergency** maintenance requests (such as a light bulb out, a broken appliance, etc.) online at jwuLink through the Asset Essential System.

If a resident has an **EMERGENCY** maintenance situation (e.g., interior water flood, wildlife in building, broken window, etc.) outside of office hours (8:30 a.m. – 4:30 p.m. Monday-Friday) or during the weekend, **the resident should contact a Resident Assistant (RA), Residential Life staff member, or the building's front desk (if applicable) right away; if a resident is unable to connect with Residential Life, the resident should call Campus Safety & Security (PVD: 401-598-1103; CLT: 980-598-1900).** In the event of an emergency maintenance situation outside of office hours, the resident should still submit a maintenance request as soon as possible.

IX. Pest Concerns

Unwanted pests sometimes attempt to seek food and shelter in the residence halls, especially when the weather changes. If you see or suspect pests such as mice, ants, flies, bugs, etc., it is extremely important that you report the issue online at jwuLink through the Asset Essentials System.

Remember to keep food always sealed in containers, clean up spilled food and drinks and to remove your trash and recycling regularly to deter such nuisances and keep your trash and recycling containers clean. It is your responsibility to deter any pests by maintaining a clean room/apartment and reporting any issues right away.

Please note, after reporting of pests, a university contractor will come to your room to address the problem. It is possible that the contractor will contact you directly to learn more about your situation. Keep in mind that it may take follow-up visits by the contractor to fully address the matter. If follow-up measures are potentially necessary, the contractor will discuss that with you.

X. Damages

Upon move-in, it is the resident's responsibility to report any items that appear to have been damaged or broken through jwuLink the Asset Essentials System. If the resident does

not report damaged/broken items within the first two weeks of the resident's arrival, the resident could be assessed damage charges.

When property damage in rooms/apartments occurs, whether voluntary or involuntary, the resident(s) and student guest(s) responsible will be assessed charges for replacement or repair (excluding normal wear and tear). If non-student(s) guest(s) of any resident is/are responsible, the resident shall be assessed charges for replacement or repair (excluding normal wear and tear). If the responsible student cannot be identified, all residents assigned to that room/apartment will be equally assessed charges for replacement or repair (excluding normal wear and tear) and possibly go through the conduct process.

When property damage in common areas (such as hallways, lobbies, recreation and study rooms, laundry rooms, vending machines, etc.) occurs, whether voluntary or involuntary, the student(s) responsible will be assessed charges for replacement or repair (excluding normal wear and tear). If non-student(s) guest(s) of any resident is/are responsible, the resident shall be assessed charges for replacement or repair (excluding normal wear and tear). If the responsible student cannot be identified, all or a portion of those residing in that residence hall, room/apartment may be assigned responsibility by a Residential Life staff member and assessed charges for replacement or repair (excluding normal wear and tear).

Please be sure to report damages promptly so that the damages can be addressed promptly by Maintenance.

When any resident(s) vacate(s) any room/apartment, they must clean it; on inspection, either during the academic year or at the end of it, any damages discovered shall be charged to the residents. Damage charges are assessed to student accounts if the responsible resident is a student. Any disputes about damages must be raised within 90 calendar days.

XI. Prohibited Activities & Items

A. Prohibited Activities

The activities noted below are prohibited in the residence halls. The conduct of or participation in any such activities may result in conduct action and potential removal from university housing.

- Using or attempting to use university property in a manner inconsistent with its designated purpose, including but not limited to painting, furniture modification, possession of university-owned items in your personal room/apartment not originally placed in your space, illegally obtained signs, tampering with locks/keys, electrical, plumbing, and fire safety equipment.
- Subleasing or renting out of rooms/apartments (or any university space or portion thereof) for any duration and in any manner, including but not limited to personal contact, newspaper ads and/or website(s) such as Airbnb, Craigslist, Homeaway, vrbo.com, etc.

- Hanging, attaching, or posting items to be visible outside your room on windows/doors and throughout the building (including in hallways or stairwells) without university approval.
- Engaging in activities or using items that can or do result in damage to any room/apartment or anything therein or any other part of the residence hall or other university property therein (e.g., hall sports, skateboarding/rollerblading in hallways, horse-play, etc.).
- Keeping animals in rooms/apartments without specific university approval to do so.
- Taking any actions that may affect the safety or security of the residence hall and those residing in or near it.
- Tampering with wiring or plumbing or hanging/blocking items from pipes, sprinklers and fire equipment.
- Using nails, paint-removing substances, wall-puncturing, wall decals or permanent-affixing items on windows, walls, doors, ceilings, or appliances. Hanging items should be done in a manner that does not damage windows, walls, doors, ceilings, or appliances.
- Hanging items from the ceiling.
- Covering or wrapping room doors in flammable materials, particularly loose paper. Dry erase boards are the only items allowed to be posted on the outside of doors.
- Gaining unauthorized entry to areas of residence halls, including, but not limited to, roofs, window ledges, balconies, offices, and dining halls.
- Tampering with or damaging mobility or hearing-impaired equipment (e.g., door knockers, bells, lights, door arms, etc.).
- Removing or blocking of door peepholes.
- Engaging in any other unreasonable or inappropriate activity.

B. Prohibited Items

The items noted below are prohibited in the residence halls. Possession of any such items may result in confiscation, seizure, and/or disposal without any notice or warning (other than the foregoing) and conduct action, up to and including suspension or dismissal from housing or the university. The university shall not be responsible for any damage to or loss of prohibited items. Exceptions are listed below.

- All items prohibited under the Student Code of Conduct are prohibited in the residence halls, including but not limited to alcohol and drugs. Refer to the university's Drug and Alcohol Policy for more information.
- Alcohol bottles or other prohibited paraphaneliaused as decorations.
- Personal furniture, including but not limited to couches, chairs, mattresses, etc. are prohibited (unless medically necessary and approved by Accessibility Services).
- Firearms, explosives, stun guns, tasers, weapons, and ammunition (including replicas and realistic toys) such as airsoft/BB guns, knives with a blade over 3 inches (excluding university-issued culinary knife kits), brass knuckles,

fireworks/firecrackers. Refer to the university's Firearms Policy for more information.

- All flammable, internal-combustion engine, gas-powered, or open flame and high-heat producing items such as candles, candle plate warmers, incense, halogen and lava lamps, stoves and grills, personal microwaves, heaters, sunlamps, rope lights, gasoline/butane fuels/torches.
- Hoverboards/Electronic Personal Transportation Vehicles: electronic personal transportation vehicles (e.g., hoverboards, electric bicycles, electric motorcycles, electric scooters, electric skateboards, etc.) that have a high-capacity lithium-metal/lithium-ion rechargeable battery, cannot be charged, operated, stored, or used inside residence halls. Students that wish to utilize one of these types of vehicles on campus should contact Facilities Management via Asset Essentials for direction on where they could charge them.
- Wall/ceiling tapestries and flags or other wall or ceiling decorations larger than 2x3 feet.
- Signs belonging to Johnson & Wales or any sign from a community. (Ex. Stop sign, Street Sign)
- Motorcycles/scooters, etc.
- Large power tools
- Air conditioners.
- Dishwashers and portable machinery.
- Live holiday trees and artificial trees larger than 4 feet.
- Any other items that are unreasonable for a student residence hall or are otherwise inappropriate.
- In Charlotte, MicroFridges® are provided; no additional microwaves or refrigerators are allowed.
- In CLT, cooking equipment including, but not limited to: immersion heaters/coils, pottery water-warmers, ovens, hot plates, blenders, fryers, grills (including George Forman grills), toaster ovens/toasters, hot pots, fry pans, stoves and exposed burners (including popcorn poppers without self-contained heating units), griddles, crock pots, food processors, dehydrators, blenders and mixers.

C. Prohibited Items Exceptions

- Small, moveable, non-fabric furniture is approved, provided it does not block any resident's ability to exit the resident's room in an emergency.
- In PVD, kitchen and other appliances that do not emit heat (e.g., blenders, mixers, food processors, etc.).
- All power strips or extension cords, provided they are UL certified.
- Keurigs, coffeemakers, and popcorn makers that have automatic shut off and concealed heating elements are permitted in all residence halls.
- In Providence, microwaves are permitted in rooms only if they are rented as part of the MicroFridge® system.
- In Providence, one personal refrigerator per room is permitted as long as the refrigerator meets all of the following criteria:

- Energy Star certified
- Do not exceed 2.0 amps or 250 watts
- Are not larger than 3.3 cubic feet

- **Pets:**
  - Students may have fish in a bowl or tank under five gallons, one bowl or tank per resident. Students with a pet fish may live anywhere on campus.
  - All pets (non-fish) must go through our application process which can be found on the Wildcat Housing System.
  - For specifics regarding pets, please be sure to refer to our Pet & Animal-Friendly Community Guide available on our website (PVD only).
  - Requests for foster animals or animals in traing are often declined.

  - **There are limited pet and animal friendly living spaces:**
    - In PVD, Harborside Village E, F and L; the first and second floor of Snowden Hall; the first and second floor in McNulty Hall; the ground floor and first floor of Harbor View; the first floor of East Hall; the first floor of South Hall; parts of Centennial House and the fourth floor of Xavier Hall.
    - In CLT, certain suites in Cedar Hall North and South.
  - **Types of pets permitted in the pet and animal friendly living spaces are:**
    - Dogs (no heavier than 40 pounds and no younger than 1-year-old).
    - Domestic cats (no younger than 1-year-old).
    - Small caged mammals (the cage may be no larger than 16 cu. ft.).
    - No more than one approved pet per resident is allowed.
    - Any animal that eats other animals is not allowed on campus.
    - Dead animals are not allowed in university housing.
  - If you have any questions about emotional support animals (ESAs) or service animals, please contact Accessibility Services. Expectations about ESAs and Services animals can be found in the JWU Student Handbook

XII. Health & Safety Inspections

Residential Life conducts health and safety inspections at least once a semester (and more frequently as needed) and generally announces such inspections in advance. These inspections are designed to ensure that your room/apartment is in working order and no fire, health, sanitation, or safety hazard or maintenance concerns exist. If at any other time during the year you have a concern with your room/apartment, you should report it immediately via the maintenance request system or to a Residential Life staff member.

Johnson & Wales University reserves the right to enter any residence hall, room/apartment, or any other university-owned property at any time in the event the university believes that a violation of the Student Code of Conduct or local, state, or federal law has occurred or may occur The university (generally through Campus Safety & Security) may search any residence hall, room/apartment, or any other university-owned property or any resident or guest property therein (such as MicroFridges, refrigerators, room safes, bags, and packages) at any time (i) for fire, health,

sanitation, and safety hazards, (ii) for prohibited items, and (iii) for maintenance and inventory reasons. The university may also deactivate resident, guest, or other access to residential halls insofar as provided under the Student Code of Conduct or as otherwise needed to ensure health, safety, and security.

Residents must follow all directives from university personnel related to mitigation of the transmission of communicable diseases and other health and safety matters. Endemic and pandemic communicable diseases, often continuously evolve; university policies and federal, state, and local laws are subject to change without advance notice. Residents must keep themselves informed as to the latest directives regarding communicable diseases from the university and federal, state and local agencies and, should any of those directives differ, abide by the more stringent directive.

XIII. Quiet Hours & Courtesy for Others

As members of a residence hall community, residents must understand that the actions of one person can affect the comfort of others in direct and indirect ways. It is the responsibility of every resident to be considerate of those around them.

Quiet hours for all residence halls are as follows:

- Sunday through Wednesday **10 p.m. - 8 a.m**.
- Thursday through Saturday, **midnight (12 a.m.) - 8 a.m**.
- 24-hour quiet periods are in effect during the examination period of each semester and at other times as announced.

During quiet hours, sound must not be audible beyond the limits of any individual room, hallway, or common area.

Moreover, as also discussed elsewhere herein, any time during the day or night, residents must be respectful of one another and maintain a community that does not interfere with anyone's ability to study, relax, sleep, and enjoy other appropriate activities. Residents should, at all times:

- Avoid slamming doors.
- Be aware of loud speakers/TV volume.
- Keep voices at an acceptable level. This includes your room and in common areas such as hallways, the lobby, building entrances, common rooms, stairways, and elevators.
- For those with parking privileges on site, set the volume of your car stereo at a reasonable level.

If residents or guests in your hall are making enough noise to bother you, you have the right (at any time of day or night) to *politely* ask them to be quieter. If the issue persists, please contact a Residential Life staff member to help address the noise.

XIV. Alcohol & Drugs

A. Alcohol

As stated in the University's Drug and Alcohol Policy, possession or use of alcohol anywhere on university premises is prohibited, with a few exceptions. Alcohol possession and use is permitted to residents of East Hall, West Hall, Snowden Hall, Xavier Hall, Imperial, Centennial House, Harborside Village & Harborview (PVD), Cedar Hall South, & Cedar Hall North (CLT) who are age 21 years or older, but only if they have satisfied all the following requirements:

- Signed a Special Agreement Regarding Residential Locations Approved for Alcohol, For ages 21 or Older ("Special Agreement")
- Participated in the required Residential Life alcohol workshop ("Workshop")
- Affixed a host sticker to their JWU student ID

The Special Agreement sets forth detailed requirements for such residents, including approved types of alcohol, the amount of alcohol permitted per resident, and rules on hosting guests. At all times, residents must comply with those requirements and all applicable local, state, and federal laws.

Approved types of alcohol and amounts for approved residents who have signed the Special Agreement and have completed the Workshop:

- *No more than one 12-pack of beer (16-ounce maximum per bottle/can) OR*
- *No more than one 12-pack of seltzers/malt beverages (16-ounce maximum per bottle) OR*
- *No more than 2 (two) one-liter bottles of distilled alcohol OR*
- *No more than 2 (two) 750 ml bottles of wine*

Alcohol possession and use is not permitted in the other residence halls regardless of a resident's or guest's age. Home brewing is also not permitted in any room/apartment regardless of age.

B. Drugs

As stated in the University's Drug and Alcohol Policy, illegal drugs, including unlabeled medication bottles or bottles of medication that are not prescribed to the resident or guest who possesses them, are prohibited. In addition, items intended to aid in the use of illegal drugs or excessive alcohol consumption (e.g., bongs, pipes, hookahs, needles, funnels, etc.) or items perceived to be for drug use are also prohibited in residence halls or on campus.

C. Violations

If a Residential Life team member suspects a resident or guest is in violation of the alcohol and drug policy (or any other policy) behind a locked door, the Residential Life

staff member reserves the right to enter the room at any time to ensure the safety of the residents and guests.

Please refer to the Student Code of Conduct for additional details regarding alcohol and drug violations.

XV. Smoking & Fire Safety

A. Smoking

Johnson & Wales University is a tobacco-free campus.

- All areas of all residence halls are tobacco-free including rooms, bathrooms, and common areas such as lounges, hallways, laundry rooms, entryways, and areas outside the residence hall near room windows. This includes, but is not limited to, chewing tobacco, smoking products, electronic cigarettes ("e-cigs" or "e-cigarettes"), and vaping.

B. Never throw cigarettes in mulch or trash receptacles, as they can cause mulch to catch fire in a trash receptacle by igniting combustible items (e.g., paper, etc.) therein.**Fire Safety**

- Electrical outlets must be appropriately used, and electronic equipment (computers, stereos, televisions, hair-styling tools, etc.) must not overload circuits or be improperly wired or have damaged wiring that could create a safety hazard.

- High heat generating items such as curling irons, clothes irons, and hair dryers should never be left on or unattended while plugged in. In addition, these items should be monitored until they have cooled to avoid potential fire hazards. These appliances should only be used for their designed purpose.

- Fire safety equipment, fire pull box alarms, and extinguishers are placed in the residence halls for your safety and the safety of others. Misuse of this equipment is a serious criminal offense and a conduct violation. This includes but is not limited to malicious activation of a fire alarm system or sprinkler system/head or covering a fire alarm device to prevent activation. In addition, it jeopardizes the safety of all residents.

C. Fire Alarms

- Students must exit the building whenever a fire alarm sounds (as required by state law), during routine fire drills, and when illegal or unauthorized use of equipment has occurred. (Be sure to take your JWU ID with you to facilitate orderly entry into the building but only if doing so will not endanger your safety or the safety of anyone else.) Residential Life will direct you to a safe location once you are out of the building. Drills will be performed each semester to ensure that all residents are

aware of fire exits. Students should evacuate to their building's designated rally point and avoid congregating directly in front of the building. Failure to evacuate could result in conduct action.

- Residents are required to keep belongings out of the main walkway and doorway to the room/apartment. By keeping the room/apartment tidy, residents can help ensure that a clear path of egress is always available in the event of an emergency or a drill.

- Residential Life team members or Campus Safety & Security will give directions on next steps to reenter the building. Failure to adhere to those directions could lead to participation in the conduct review process.

D. Prohibited Actions (among others noted elsewhere herein)

- Propping open fire doors or exterior doors of residence halls.
- Improper use of kitchen/cooking facilities.
- Blocking hallways with furniture or personal belongings.

XVI. Guests

A. Guest Policy

To maintain a safe living environment, all Johnson & Wales on campus residents are required to abide by our Guest Policies, which allow us to be accountable for who is in each building, mitigate safety concerns, and promote an environment where student privacy is valued.

- It is the responsibility of each resident to ensure that their guests comply with this Guest Policy and any other applicable rules, regulations, and policies. Failure to comply with the guest policy may result in conduct action and an interim or permanent removal of guest privileges.
- A **guest** is any individual who does not reside in the residence hall/room to which such person is requesting access.
- A **host** is the student who lives in the residence hall and assumes responsibility for their guests' actions and behaviors at all times.

B. <u>Guest Limitations:</u>

Residents may host a maximum of two guests in a residence hall. The residents should advise their guests of, and the guests must agree to comply with, all university rules, regulations, and policies, including the behavioral expectations set forth in the Student Code of Conduct and the Guide to On Campus Living.

- Overnight guests (any persons not assigned to the room in question) are permitted in the residence halls; however, overnight guests are limited to no more than three visits within seven days or three consecutive nights.

- **CLT Campus Only:** In accordance with Mecklenburg County capacity guidelines, overnight guest privileges are limited to **one guest per resident assigned to the room**. For example, in a four-person suite, a maximum of **four overnight guests** may be present in the suite at any one time
- Guests under 18 years of age but at least 16 years old: Any guests under 18 but at least 16 years old must be approved by authorized Residential Life staff at least one week in advance.
- Guests under 16 years of age: Anyone under the age of 16 (including infants) is never allowed to stay overnight. They may be allowed to visit for a short period of time in a residence hall, but only if accompanied by a parent or legal guardian and approved in advance by Residential Life.
- Residential Life strongly discourages parents and other family members from spending the night during the first week of each semester; during this time, it is imperative for students to make connections with their communities and their campus.

C. Guest Courtesy:

Roommates must discuss guest visits in advance. If they cannot agree, they must contact a Residential Life staff member to assist with mediating the conversation. Roommates must be considerate and communicate with one another prior to having guests.

D. Guest Sign in Procedures:

- Guests must enter through the front door of the residence hall they are visiting. Students observed allowing guests in through other doors (including but not limited to fire doors and emergency exits) will be in violation of this policy, and both the host and guest will be subject to conduct action and an interim or permanent removal of guest privileges.
- All guests must be properly signed in with front desk staff in the hall they are visiting. The host must be present to check them in. Both the guest and the host must leave a valid government-issued photo ID with a date of birth with the attendant at the front desk while the guest is in the hall. Other university or high school IDs are not permitted. Photocopies, pictures, or virtual IDs are not accepted. For you to check in your guest, both the host resident and the guest must have an original ID that complies with these requirements.
- Students living on campus and visiting another residence hall are still required to both present ID and sign in as a guest. You will not be allowed into a building by just showing your ID. It is the responsibility of the host to ensure that all guests are properly signing in and out of the building.
- **PVD Only:** You must sign in and out of the building as a guest each time you leave, even if it is for a short amount of time.
- **CLT Only:** You must check sign in and out of the building as a guest each time you leave if you need to take your ID with you. If a guest is traveling on campus with their host, and they do not need to take their ID, they can remain checked in

until they no longer plan to be a guest. Overnight Guest visit duration must comply the guest limitations.

- Following another resident into a building in which you do not reside without signing in is considered tailgating and is a guest policy violation as well as a failure to comply with university directives. It is your responsibility as a guest to always sign into a building you do not reside in with a host.
- Once signed in, the host resident must accompany their guest(s) **at all times** and are responsible for their guests' actions and behaviors; host residents must ensure the rights and privacy of all other residents are respected. If host resident has to leave the building for any reason, they must sign their guest out and the guest must leave. Hosts cannot leave their guests unattended in the residence hall at any time for any reason.
- Providing keys or access cards to guests or anyone else is strictly prohibited.

E. Guest Parking

- PVD: Guests must have a temporary permit issued by Campus Safety & Security in order to park vehicles on university property. There is very limited to no visitor parking available at most halls.

- CLT: Guests must park in the Cedar Street Parking Deck (for a fee). Parking is not permitted in Lot A for guests.

F. PVD Guest Bus

- 2 guests maximum per student
- Guests must have a state issued ID
- Active JWU student must accompany guests on buses at any given time

XVII. Keys

All residence hall keys (apartment, room, and mail) are the property of Johnson & Wales University and must not be loaned or duplicated. Report lost or damaged keys immediately to your Residence Life front desk. If you lose or damage your key, there is a replacement fee that will be charged to your student account:

- Room/apartment key: $100
- Mailbox key: $50 (PVD)

Turn in any found keys (or other found items, including student IDs) immediately to residence hall front desk staff or Campus Safety & Security. (PVD Only)

Lock-Out Policy

Sometimes residents may accidentally lock themselves out of their rooms/apartments, in which case they can request a Residence Life staff member to unlock their doors for them. The resident must produce the room/apartment key immediately after being let into the room/apartment in order to ensure their keys are not lost. A resident will be charged $10 per lockout which will be added onto their student account. Additional requests could result in a charge or a lock change, with costs billed to the student.

XVIII. Trash & Recycling

Trash and recycling containers are generally provided in tandem on campus.

A. Trash

Trash should be disposed of properly and on a regular basis to residence hall trash rooms, dumpsters, or trash chutes to maintain a pest free area.

In Providence, residents of Harborside Village must empty trash and recycling in the following locations only:

- the dumpsters located between buildings F & G
- the dumpsters located between buildings H & J
- the dumpsters by the Grace Welcome Center

Residents living in pet and animal friendly living spaces should refer to the Pet and Animal Friendly Community Guide for specifications on appropriately disposing of animal waste.

B. Recycling

All residence halls on campus participate in the university's recycling program. Signs and information on how to recycle can be found in the trash rooms located within each residence hall.

XIX. Laundry

Please note: The university is not responsible for damaged, lost, or stolen items. It is highly recommended that you do not leave your clothes unattended. Guests are not permitted to use laundry machines.

A. PVD

Laundry facilities are located in each residence hall. The cost is $1.75 to wash and $1.75 to dry.

Washing machines and dryers are paid for by credit or debit cards branded with Visa, MasterCard, and Discover. The laundry system will allow students to receive a text

when laundry is complete and/or when other machines are available for use. Signage in each laundry room will explain taking full advantage of all the CSC laundry system's services.

Please report an issue with any machine through the CSC laundry system or to your front desk.

Residents of Harborside Village should report issues through jwuLink and searching Maintenance Request.

B. CLT

Each residence hall has laundry rooms located on each floor. Laundry rooms are open 24 hours.

Washing machines and dryers are paid for by credit or debit cards branded with Visa, MasterCard, and Discover. The laundry system will allow students to receive a text when laundry is complete and/or when other machines are available for use. Signage in each laundry room will explain taking full advantage of all the CSC laundry system's services.

Please report an issue with any machine through the CSC laundry system or to your front desk.

XX. Microwaves and Refrigerators (PVD only)

One refrigerator is allowed in each room. Students may either rent a MicroFridge® (refrigerator/freezer/microwave combination unit) or bring a personal refrigerator that must not exceed 3.3 cubic feet. To rent a MicroFridge® or get more information, go to www.mymicrofridge.com or call 1-800-525-7307. **This outside vendor manages the payment for the rental.**

Microwaves that are not part of a MicroFridge® unit and additional freezers are prohibited.

Harborside Village comes equipped with fridges and microwaves in each kitchen; additional microwaves are not permitted. However, students are permitted to have the appropriate size mini fridges in their personal bedrooms.

XXI. Mail & Packages

A. PVD

Depending on the residence hall, a resident may have their own mailbox or share one with their roommates. In either case, each resident is assigned a mailbox and provided with a key. The mailbox assignment a resident receives at the start of the school year

will remain in effect for the duration of the academic year. If the key is damaged or lost (whether by theft or otherwise), it should be reported immediately to the front desk staff. The cost of a replacement mail key is $50.

Student mail and packages are delivered from a postal service to the front desk of each residence hall during the academic year, beginning on the second day of classes of a new semester. Mail is suspended on national/local holidays, during the university winter holiday break, and at the close of the academic year.

Students who receive packages will be sent an email to their JWU email address notifying them that they have received a package; the email will specify where the package is to be picked up, the designated pick-up times, and how long the student has to retrieve the package. If students do not collect their packages within this time period, they will be returned to sender.

When a package is received that contains an item that violates this guide, Residential Life staff could confiscate the item and notify the student. In some cases, the student may be referred to the Conduct Review Process.

B. CLT

All residential students have access to mail deliveries no matter which hall they reside in. Residents are not assigned a specific mail folder/locker and are only assigned a temporary mail folder or locker when they have an item delivered.
Student mail and packages are delivered from a postal service to Cedar Hall South Monday-Saturday during the academic year, beginning on the second day of classes of a new semester. Mail is suspended on national/local holidays, during the university winter holiday break, and at the close of the academic year.

Students who receive packages/mail will be sent an email to their JWU email address notifying them that they have received mail; The email will include a code to access the package lockers if it is a package or the folder number if it is paper mail. The package lockers are located in the Cedar Hall South Lobby and the folders are in the Cedar Hall South Mailroom. Packages can be picked up 24/7 but should be picked up within 48 hours of the notification. Paper mail must be picked up during the mailroom operating hours which is include in the notification email. If students do not collect their packages within this time period, they will be marked in the system as ‘stale’ and will be removed from the locker. Stale packages will be placed in the lockers after all other packages are delivered. If they are still not picked up they will be returned to sender. Paper mail will be returned to sender if it is not picked up by the end of the academic year.

- **Do not send mail or packages before your move-in date.** Residential Life can only accept items for students who have officially checked in and are actively residing in the building; mail and packages sent prior to check-in will be returned to sender.
- **Mail is not automatically forwarded.** Residents are required to communicate a change of address to anyone that delivers mail to them (whether the change results from the close of

the academic year; a move to a different room/apartment or hall during the year; living elsewhere on or off campus for the summer; or no longer being enrolled at the university) and complete a mail forwarding card with the U.S. Postal Service. An incorrect residence hall address will result in mail being returned to sender.

A. PVD

Resident mail should be addressed as follows:
Student Name
Hall & Room Number
Street Address
City, State and Zip Code

JWU Residence Hall Addresses		
Hall	**Hall Address**	**Front Desk Phone**
Harborside Village	100 Harborside Boulevard Providence, RI 02905	401-598-5149
McNulty	101 Pine Street Providence, RI 02903	401-598-4797
Snowden	32 Page Street Providence, RI 02903	401-598-1025
South (East & West)	6 Washington Avenue Providence, RI 02905	401-598-4720
Harbor View	1150 Narragansett Boulevard Cranston, RI 02905	401-598-1154
Xavier	60 Broad Street, Providence, RI 02903	401-598-1496
Centennial House	135 Norwood Ave Cranston, RI 02905	N/A
Imperial Hall	15 Hospital St. Providence, RI 02905	N/A

B. CLT

Resident mail should be addressed as follows:
Student Name
Street Address
City, State and Zip Code

JWU Residence Hall Addresses		
Hall	**Hall Address**	**Front Desk Phone**
Cedar Hall North	215 S. Cedar Street Charlotte, NC 28202	980-598-1851
Cedar Hall South	215 S. Cedar Street Charlotte, NC 28202	980-598-1871

XXII. Breaks & Residence Hall Closing

During breaks (the dates for which can be found on the academic calendar), residence halls are open with limited or no services (e.g., no dining, mail, front desk operations, and transportation services will be provided). No guests are allowed during such breaks. If a resident wishes to remain in university housing during such breaks, the resident may be charged a fee to offset the costs of keeping the residence halls open during the breaks, irrespective of whether the stay is for just one night or the entire break.

Prior to vacating for all breaks, students must ensure:

- All windows and doors are locked.
- All electrical appliances are unplugged.
- Small refrigerators are unplugged and defrosted.
- Rooms/apartments are clean, trash is removed, and no items have been left on the floor or windowsills.
- All medications have been taken home by the resident.
- Although it is not necessary for residents to remove all belongings, it is recommended that residents secure all valuables or take valuables with them during the break. As previously noted, the university will not be responsible for damage to or loss of any resident or guest belongings.

Residential Life will provide more information about how to sign up to remain on campus prior to breaks on request.

If a student is moving out at the end of the fall semester, the student must vacate the residence hall no later than noon on the last Friday of finals week. Students registered for any courses that continue to meet after this date should make alternative housing arrangements.

Residents are responsible for ensuring their room/apartment is in compliance with all requirements outlined by Residential Life for the academic year and breaks.

XXIII. Checking Out of Your Residence Hall

Students must vacate their rooms/apartments within 24 hours after the last examination of the semester, termination of their student status, or a change in their housing eligibility. At the close of the academic year, students must **depart the earlier of (1) within 24 hours of their last examination and/or (2) no later than Wednesday of finals week at noon. Graduating students must depart by 10:00 a.m. the day after spring semester graduation.**

All personal property must be removed when the room/apartment is vacated. Residential Life does not store or keep items for pickup at a later date. Personal property left behind will be classified as abandoned and removed for permanent disposal. There is no storage on campus. We recommend you contact a local storage company for your storage needs.

Once you have packed all of your belongings and you are ready to depart, you have two options for checking out:

A. Standard check out

Visit the front desk of your hall and let the front desk staff member know you are checking out. A residential life staff member will accompany you to make sure your space is in good order, collect your keys, and sign you out. Any damages found or missing keys will be indicated during your inspection and assessed to your student account.

B. Express check out

Visit the front desk of your hall and fill out the express checkout envelope. Insert your key in the envelope, seal it, and drop the sealed envelope in the express check out box located in your building's lobby (Please note that Harborside Village express checkout box is located outside of the community building). At a later time/date, a Residential Life staff member will inspect your space and assess any damages.

Please note: If damage or trash is found at check out, all residents of the room/apartment could be assessed for the damage unless a specific resident(s) takes responsibility. If no one assumes responsibility, the total cost of the damages will be equally divided among the residents of the room/apartment. **Students who utilize the express check out waive the right to appeal any damage or trash charges assessed to their accounts. Please note: violations of the Code of Conduct, could result in conduct action up to and including suspension or dismissal from housing or the university**